

Kathryn Salvaterra

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EDUCATION

Peirce College, Philadelphia, PA

Bachelor of Science, Paralegal Studies (ABA Approved)

June 2014

- Honors: President's Scholar; GPA: 3.65
- Awards: President's List, Dean's List, National Paralegal Honor Society
- Coursework: Legal Research: Bus Orgs.; Family Law; Criminal Law; Tort Law; Ethics & Prof. Resp.; Legal Writing (Basic and Advanced); Civil Lit.; Legal Technology; and Real Estate Law.

EXPERIENCE

Dunne Law Offices, P.C.

Paralegal

Philadelphia, PA

2011 – Present

- Investigate violations of federal consumer laws, research and analyze relevant laws
- Perform administrative tasks, schedule appointment calendars, maintain case files and document discovery databases.
- Prepare case exhibits, affidavits, and other evidence in advance of trial
- Manage trial calendar, judicial calendar, and master calendar
- Communicate with clients throughout the life cycle of their case

The Children's Hospital of Philadelphia

Residency Coordinator - Division of Neurology

Philadelphia, PA

2009 – 2011

- Collect data and report resident progress to the Accreditation Council for Graduate Medical Education
- Coordinate annual recruitment and orientation for medical residents and fellows
- Maintain and update the Division's website

The Children's Hospital of Philadelphia

Pediatric Epilepsy Program Coordinator

Philadelphia, PA

2005 – 2009

- Managed patient admissions and discharges on the Epilepsy Monitoring inpatient floor
- Scheduled and coordinated complex inpatient admissions and diagnostic testing
- Resolved insurance companies disputes in order to approve inpatient admissions
- Abstracted EEG test reports into the electronic medical record

Computer Skills

Microsoft Word, Microsoft Excel, Microsoft Access, Microsoft PowerPoint, Microsoft Outlook, Westlaw, LexisNexis, Best Case, EPIC

Extracurricular Activities

- President, Paralegal Student Association at Peirce College
- Member, Philadelphia Paralegal Association
- Volunteer paralegal, Wills for Heroes Foundation: Assisted attorneys in the preparation of wills, living wills, and powers of attorney.